



OFFICE SPECIALIST II

PUBLIC WORKS DEPARTMENT

Are you interested in being part of a department that is forward thinking, innovative, and constantly evolving? Do you enjoy providing outstanding service to external and internal customers? Then, the Public Works Department may be the place for you!



First Review of Applications:
February 9, 2015

ABOUT US

Recently ranked second on the “Best Run City in America” list by 24/7 Wall St. and America’s third “Sharpest, Smartest City” by Reader’s Digest, the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 220,000 residents. As a full service City, Fremont employs over 864 regular employees and has an annual operating budget of \$156.8 million dollars. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity.

THE POSITION

As a team member of the Public Works Department’s administrative staff, the Office Specialist II will perform a variety of clerical functions in support of the Maintenance Division.

EXAMPLES OF DUTIES

- Perform a wide variety of routine clerical work including filing, billing, checking, tracking, recording information on records, and processing personnel, payroll, purchasing, and training information.
- Sort and file documents and records, maintaining alphabetical index and cross-reference files.
- Answer the telephone and assist the general public and City staff, giving information on department and assigned program policies and procedures.
- Screen calls and visitors, and refer inquiries as appropriate.
- Schedule meetings, inspections and appointments as assigned.
- Make referrals to services and programs available through other City departments/divisions and outside agencies.
- Receive, issue, and process various applications, licenses, permits and other forms.
- Receive, sort and distribute incoming and outgoing correspondence and mail.
- Type or enter data, proofread and process a variety of documents including general correspondence, memos, and statistical charts from rough draft, audio recordings or verbal instruction using computer software applicable to assignment.
- Develop and maintain spreadsheets, databases and other automated systems.
- Compose routine correspondence independently.
- Compile and format information and data from a variety of sources for statistical and financial reports.
- Maintain ledger of expenses and revenues.
- Record and post information, data or figures.
- Conduct research of records, programs, processes, procedures, office equipment and supplies, office services, and resources.
- Scan, index and verify records for digital imaging.
- Assist in the support of a board or commission including posting legal notices, preparing agendas, assembling background materials, and typing minutes of meetings as assigned.
- Coordinate or participate in the preparation for meetings, presentations and events.
- Post and maintain information on department/division intranet and/or internet website pages.
- Build and maintain positive working relationships with co-workers, and other City employees and the public using principles of good customer service.
- Other related duties as assigned.

CANDIDATE PROFILE

The successful candidate will have any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. A typical way to obtain the required knowledge and skills would be: High school diploma or equivalent, and two years of general clerical experience. Clerical work experience in a municipality is highly desirable.

A valid Class C California Driver's License is required at time of appointment.

The ideal candidate will:

- Possess knowledge of: Applicable laws, rules and regulations; English usage, spelling, grammar, and punctuation; modern office practices and procedures; computer equipment and software applications related to assignment; basic mathematics; research methods.
- Have the ability to: Perform a variety of responsible clerical duties in support of department operations including maintenance of appropriate records and preparation of general reports; provide exceptional customer service to both internal and external customers; operate a variety of office equipment such as a calculator, computer and software applicable to assignment; write and use keyboard to communicate through written means; learn to use a variety of software systems; type at a speed necessary for successful job performance; review documents related to department operations; perform basic mathematical calculations; verify and check files and data; research and resolve discrepancies; track projects.
- Be an experienced and outstanding customer service professional.





Tentative Recruitment Schedule

First Review of Applications: February 9, 2015

Oral Board Interviews: February 24, 2015

Hire: March 2015

COMPENSATION & BENEFITS

The annual salary is \$49,746 - \$60,467 depending on qualifications. Current benefit features include:

CalPERS Retirement Benefit*

- Classic Employees - 2.0% @ 60 benefit, 3 year final average compensation.
- New Employees - 2.0% @ 62 benefit, 3 year final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,521 monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This is a Fremont Association of City Employees (FACE) represented position with a probationary period of six (6) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

HOW TO JOIN OUR TEAM

To be considered for this position, apply online by submitting a completed City application and resume through our on line application system: [City Jobs](#)

The process may include individual and/or panel interviews, written exercise, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities.

Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer.

HUMAN RESOURCES DEPARTMENT
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538
Phone: (510) 494-4660



OFFICE SPECIALIST II - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Office Specialist II position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Office Specialist II position. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. How many years of professional experience do you have performing general clerical duties (e.g. maintaining and organizing records, fast and accurate data entry, creating and proofreading correspondences, front counter responsibilities)?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years to less than 4 years
 - ☐ 4 years to less than 5 years
 - ☐ 5 years or more
2. How many years of professional, clerical experience do you have working for a municipality (city)?
 - ☐ None
 - ☐ Less than 1 year
 - ☐ 1 year to less than 2 years
 - ☐ 2 years to less than 3 years
 - ☐ 3 years or more
3. What is your highest level of education?
 - ☐ Did not complete high school or equivalent
 - ☐ High school diploma or equivalent
 - ☐ Some college
 - ☐ AA degree
 - ☐ Bachelor's degree or higher
4. What is your proficiency with the Microsoft Office Suite?
 - ☐ None
 - ☐ Beginner
 - ☐ Intermediate
 - ☐ Advanced
 - ☐ Expert